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October 4, 2002

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To: Community Based Alternatives (CBA)
Home and Community Support Services (HCSS) Providers

Subject: Long Term Care (LTC)
Information Letter No. 02-29
Change to Annual Reassessment Packet Due Dates

Effective January 1, 2003, Home and Community Support Services (HCSS) agencies must complete and return the annual reassessment packets to the case manager two months prior to the month of the Individual Service Plan (ISP) expiration date. HCSS agencies will still have 30 days to complete the reassessment; however, the time frame will begin and end within the same month. For example, for an ISP with an expiration date of March 31, 2003, the annual reassessment must now be completed and returned to the case manager between January 1 and January 31.

Attached is the revised Community Based Alternatives (CBA) Provider Manual Appendix XIX, CBA Reassessment Packet Due Dates. This appendix has been revised to include the updated due dates and should be incorporated into your provider manual until a provider manual revision is available. HCSS agencies must ensure that all reassessments completed on or after January 1, 2003 are completed using these new dates. The CBA Compliance Monitoring Guide (Form 3856), Standard 2, Annual Reassessments, will be revised to reflect this change in due dates. The revised form/instructions will be provided in a future Long Term Care Information Letter.

Please contact your contract manager should you have any questions regarding this information. Contract Managers should contact Rudy Gomez at (512) 438-3740 if they have any questions regarding this information.

Sincerely,

Signature on file

Becky Beechinor
Assistant Deputy Commissioner
Long Term Care Services

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Attachment

APPENDIX XIX

CBA REASSESSMENT PACKET DUE DATES

The due dates for the annual reassessment packets for Community Based Alternatives (CBA) participants submitted by the Home and Community Support Services (HCSS) agencies to the case managers are listed below.

The reassessment packet includes the CARE, Form 3652-A; and Individual Service Plan (ISP) attachment Form 3671, pages 1-3; Form 2060-A; and Forms 3671-B through F, if applicable, and should be received by the case manager according to the chart below. The table below lists the reassessment due dates based on the date of the ISP expiration:

ISP Expiration Date ("To" date on 3671-T)	Reassessment Packet Due to Case Manager between
January 31.....	<u>November 1 - November 30</u>
February 28 or 29.....	<u>December 1 - December 31</u>
March 31.....	<u>January 1 - January 31</u>
April 30.....	<u>February 1 - February 28 or 29</u>
May 31.....	<u>March 1 - March 31</u>
June 30.....	<u>April 1 - April 30</u>
July 31.....	<u>May 1 - May 31</u>
August 31.....	<u>June 1 - June 30</u>
September 30.....	<u>July 1 - July 31</u>
October 31.....	<u>August 1 - August 31</u>
November 30.....	<u>September 1 - September 30</u>
December 31.....	<u>October 1 - October 31</u>